



THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

MAY 22 2003

MEMORANDUM FOR DISTRIBUTION

Subj: IMPLEMENTATION OF LEGISLATIVE AND POLICY CHANGES TO THE
DEPARTMENT OF DEFENSE TRAVEL CHARGE CARD PROGRAM

The National Defense Authorization Act for fiscal year 2003 (P.L. 107-314) permits the Department of Defense (DoD) to make split disbursement mandatory. Split disbursement allows travelers to have a specified amount of their travel reimbursement paid directly to the card-issuing bank. Split disbursement is a convenient way to make payment for travel card charges and helps to reduce delinquencies.

The Under Secretary of Defense (Comptroller) (USD(C)) has announced the immediate implementation of mandatory split disbursement for military personnel. Mandatory split disbursement will be implemented for civilian employees after finalization of labor relations bargaining obligations. In the interim, civilian employees shall continue to be strongly encouraged to use split disbursement.

Implementation of mandatory split disbursement shall be accomplished through the travel voucher approval process. As part of this process, individual travelers are responsible for designating an amount equal to the charges on the travel card to be sent to the card-issuing bank. Approving officials will ensure that the traveler is using the split disbursement option to the maximum extent possible. Claims submitted by uniformed service members that do not at a minimum accurately reflect reimbursable charges for which travel card use is mandatory will be returned to the traveler by the approving official for correction.

Cardholders can verify their account balance and the amount to designate for split disbursement by accessing the card contractor's interactive voice response system by dialing the customer service telephone number printed on the back of the travel charge card. Cardholders may also access their account information using the card contractor's on-line system. Cardholders that do not already have on-line access to their accounts may request it through their activity program coordinator.

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Finally, the USD(C) has granted an additional exemption from mandatory use of the government travel card. Effective immediately, military or DoD civilian personnel en route to the point of departure for mission deployments are exempt from using the government travel card. The DoD Financial Management Regulation will be amended accordingly.

My point of contact is Mr. David McDermott, who can be reached at 202-685-6719 (DSN 325), or via e-mail at mcdermott.david@fmo.navy.mil.



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